

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Natural Resources Ap	plication Number
	Environmental Protection Division	84-53
Application Number	Program Coordination Branch North Region, 19 M.L. King, Jr. Dr.	te Received Date Completed
	Room 435, Atlanta, Ga 30334	UL 1 9 1984 AUG 8 1984
2. Person to Contact	Working Title	Telephone Number
Betty Ivey	Secretary-Typist, Senior	656-6300
	Schedule; record will continue to accumulate. (Agency-winccumulation; no further accumulation anticipated.	ide Common Schedule)
	No Check One: ☐ Change; ☐ Supercede;	
4. Dates of Series	5. Records Series Title (followed by title used in office; if different	ent) (Technical Reference
Earliest Latest		Files)
1975 To Date	Community Water Supply System Inspec	ction Case Files
6. Division and Office Function		
-	ces are responsible for monitoring all	The state of the s
	r region to insure compliance with env	
•	tions. The offices inspect facilities, s, laboratory data, and related corresp	• •
-	ement action as needed. They also inve	
	aints from local officials and the gene	_
	ion concerning land, water or air pollu	-
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7 December Control December 1		
7. Record Series Description	This file contains the following documents (include form number Attach samples of the file.	ers and titles, if any):
Documents relating to: In	Attach samples of the file. aspecting Community water supply system	ms to insure compliance
Documents relating to: In with the Georgia	Attach samples of the file. Aspecting Community water supply system Safe Drinking Water Act and the Depart	ms to insure compliance
Documents relating to: In with the Georgia regulations for s	Attach samples of the file. aspecting Community water supply system	ms to insure compliance tmental rules and
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YES NO	10. Questionnaire	(Place an "X"	in the proper co	olumn)					
x	a. Is this the offic	- ·			.		î		
X	I	If not, where is it? Does the series contain confidential information requiring security handling? If yes, cite law or regulation.							
X	c. Is this a vital record?								
X		es this series have historical or long term research value?							
N/A				necessary to	keep the entire file fo	r a long period, could	1 these		
		cheduled separate				·	<u> </u>		
<u></u>	f. Is the information contained in this series ever published? If yes, attach copy.								
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.								
X	If yes, where?	e a duplication of this series in your office, or in another office or agency? where?							
X		a major portion	of it) regularly	microfilme	d?				
LX	j. Does the record								
111. Reten	tion Requirements	a line t	ollowing requir	es the series	to be kept:				
a. Sta	ite Law		years.	đ.	Audit period		years.		
b. Sta	itute of limitation	·	years.	e.	Administrative need		years.		
ç. Fe	deral law		years.	f,	Federal retention insti	ructions	years.		
Attac	h copy or excert of la	we or regulations	Evolain admi	nietrativa ne	and		•		
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(Office referenc	e needs are	three year	cs for o	ngoing inspectio	ns and monitor	ing		
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12. Appro	oved Disposition Instr		_		ne file series be cut off		Alban		
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Agency He	ead/Designee (Signat	rure)	Date	Records I	Management Officer (S	Signature)	Date		
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Recomme	ndations in para-	<i>U</i>		<u> </u>	tate Records Committe	e (Signature)	Date		
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of explana	tion.)	Secretary of S	tate/Designee	Edwa	ul Weldon	·	1/30/84		
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